

# **MUHAMMAD HAMID MEHMOOD**

**(Registered with Pakistan Engineering Council)**

**Phone Number: 0300 3095430**

**Address:** H. No. 1835/B Tilak Incline, Hyderabad, Sindh, Pakistan

**Email Address:** shaikh\_hamid\_1988@hotmail.com

**Languages:** English, Urdu **NIC:** 41303-3590758-5

**Date of Birth:** 07/07/1988 **Domicile:** Hyderabad (Urban)



## **OBJECTIVE:**

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

## **PROFESSIONAL EXPERIENCE:**

|   |                         |
|---|-------------------------|
| ➤ <b>Examination Incharge at<br/>Hayat School and College</b> | <b>Feb 2020 to Date</b> |
|---|-------------------------|

### **Responsibilities:**

- Managing overall Papers designing and paper scheduling of Classes IX, X, XI and XII.
- Managing of overall result of Classes IX, X, XI and XII

|   |                              |
|---|------------------------------|
| ➤ <b>Inventory Control Manager at<br/>Unique Motors Ltd, Pakistan</b> | <b>Sept 2016 to Apr 2017</b> |
|---|------------------------------|

### **Responsibilities:**

- Managing the reporting system of Inventory of Warehouses.
- Reporting of Stock Report of the Inventory of 125cc, 200cc and 250cc Engine Vehicles.
- Reporting of Shortage Report of the Inventory of 125cc, 200cc and 250cc Engine Vehicles.
- Manage the online Receiving and Issuing records of Inventory through ERP system (Oracle Database).

|   |                             |
|---|-----------------------------|
| ➤ <b>Human Resources Officer at<br/>Dewan Textile Mills Ltd, Pakistan</b> | <b>Aug 2014 to Aug 2016</b> |
|---|-----------------------------|

### **Responsibilities:**

- Managing the reporting system of Human Resources Department.
- Take the Interviews of the Workers and Staff for new appointments.
- Working on the Salary reports of the Workers of 3 Shifts and Staff.
- Working on Monthly Provident Fund and Gratuity reports.
- Working on the Monthly reports of Social Security Employee Schedule.

|   |                              |
|---|------------------------------|
| ➤ <b>Operational Excellence Engineer at<br/>Novartis Pharma, Pakistan</b> | <b>July 2011 to Apr 2012</b> |
|---|------------------------------|

### **Responsibilities:**

- Daily and Monthly Reporting of OEE Report of all Machineries.
- Drive projects on Time and Motion Study, Visual Inspection, and analyze the graphs.
- Report preparation and record/documentation of maintenance activities.
- Work with all departments to analyze established designs to optimize efficiencies and minimize manufacturing costs.

- Worked on the Improvement Projects.
- Worked on Projects to Increase the Productivity, Reduction of Wastages and Reduction of Production cycle times.
- Worked on Standardize work, 5's Systems, Cellular Manufacturing, Autonomous Maintenance on 5 Packaging lines, SMED and Value stream mapping.
- Worked on the projects of HSE Implementation.

|   |                             |
|---|-----------------------------|
| ➤ <b>Production Officer at<br/>BSN Medical (Pvt) Ltd, Karachi, Pakistan</b> | <b>Nov 2010 to Apr 2011</b> |
|---|-----------------------------|

**Responsibilities:**

- Managing the Overall Production system of Manufacturing and Packaging Departments.
- Maintaining and Controlling the Quality of Products.
- Planning and implementing preventive and corrective actions for reducing scrap, rework and down time.
- Maintain Daily Production record of Manufacturing and Packaging.
- Manage Qualitative Methods to improve the End Results.
- Maintain the online records through ERP system.
- Implement process improvement projects.

**EDUCATION / QUALIFICATION:**

|  |          |  |
|--|----------|--|
| <b>BACHELORS IN ENGINEERING</b><br>(Industrial Engineering and Management) | ( 2009 ) | Mehran University of Engineering<br>and Technology |
| <b>POSTGRADUATE DIPLOMA</b><br>(Industrial Engineering and Management)     | ( 2011 ) | Mehran University of Engineering<br>and Technology |

**TECHNICAL COURSES / TRAININGS:**

- **One year Diploma in Computer and Business Management (DCBM).**      **April 2013**
- Certified Course in Primavera Project Planning Engineering Software.
- Project on the topic of Engineering Management System (A Case Study at Dewan Farooque Motors Limited)
- Internship at United Refrigeration Industries Limited.
- Internship at Zeal Pak Cement Factory Ltd.
- Study tours in Pakistan Steel Mills, Pakistan Machine Tools Factory, HinoPak Industry, Agha Khan Hospital.
- HRM Workshop On “Performance Management system”.

**ADDITIONAL SKILLS:**

- Engineering Management Skills.
- Concept of Fish Bone analysis and Kaizen systems.
- Well known about Production and Operations Management, Computer Integrated Manufacturing, Quality Management System.
- Presentation Skills.
- Softwares operating skills especially “Microsoft Softwares”

# MEHRAN UNIVERSITY OF ENGINEERING AND TECHNOLOGY



ORIGINAL

Book No. 006

Certificate No. 0599

Enrolment No. 1199

*This is to certify that Mr / Ms* Muhammad Hamid Mehmood

Mehmood-ul-Haq

*S/o D/o* \_\_\_\_\_ *having*

*completed the approved course of study for the Post Graduate Diploma*

*Industrial Engineering & Management*

*in* \_\_\_\_\_ *has passed the prescribed Examination*

May/June, 2011

*held by the University in* \_\_\_\_\_

08-03-2012

*Date of declaration of result* \_\_\_\_\_

13-06-2012

Jamshoro, Dated

Note: The University reserves the right of  
issuing any correction in the result, if any  
mistake is detected later.

  
CONTROLLER OF EXAMINATIONS



RE RE

# PAKISTAN ENGINEERING COUNCIL

Serial No. 42500  
Form PEC-7



Registration No. INDUS/1392

Date of Registration: March 18, 2011



## CERTIFICATE OF REGISTRATION

UNDER

PAKISTAN ENGINEERING COUNCIL ACT 1976

This is to certify that Engr. MUHAMMAD HAMID MEHMOOD  
son/daughter of MAHMOOD UL HAQ born on July 7, 1988  
resident of H.# 1835/B Tilak Incline Hyderabad.

Present postal address -do-

has been registered as Registered Engineer at Serial No. INDUS/1392 of  
the Register of Pakistan Engineering Council with following particulars:-

Engineering Qualification: =B. E. (INDUSTRIAL& MANAGEMENT)/2010-MUET, JAMSHORO=

Other Qualification:



*Kamqurshi*  
Registrar

Pakistan Engineering Council,  
G-5/2, Islamabad.

Date of Issue  
March 18, 2011

Note: This registration certificate is valid until 31st December 2015 unless renewed further.  
This Certificate is the property of the council, returnable on request or de-registration.

RE RE



Novartis Pharma (Pakistan) Limited  
NCH OTC Factory :  
Sandoz Nagar, Jamshoro,  
Sindh-76100,  
Pakistan.

Tel : (92) (22) 3877690 - 93  
Fax : (92) (22) 3877150

Head Office :  
15 West Wharf Road  
Karachi 74000  
Pakistan.

No. AH/Mhk/HR/F- 098 /12

Dated: April 27, 2012

### **TO WHOM IT MAY CONCERN**

This is to certify that Mr. Muhammad Hamid Mehmood S/o Mehmood-ul-Haque, Bachelor of Industrial Engineering & Management, from Mehran University of Engineering & Technology, Jamshoro, has successfully completed his internship / training at our Jamshoro Plant with effect from 28.07.2011 to 31.10.2011 in our Engineering Department.

During his internship / training, we found him hard working, regular and punctual.

We wish him success in his future endeavors.



SALEEM KHLJI



ASGHAR HUDA



# VITAL ASSOCIATES

**CONTRACTOR FOR MISCELLANEOUS ASSIGNMENTS & SERVICES**

Ref: 4001594

Dated: April 30, 2012

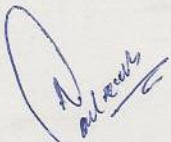
## To Whom It May Concern

This is to certify that **Mr. Muhammad Hamid Mehmood** had been in our employment from **October 27, 2011 to April 30, 2012** as a **Trainee OE Engineer**. His services were assigned to our client **M/s Novartis Pharma (Pakistan) Ltd.**

During his association with us we found him to be hard working and a keen learner. We wish him success in his future endeavors.

Sincerely,

For Vital Associates,



**Nadeem Ahsan**

**Managing Director**



A Division of **FAITH** Group

# **FAITH** COLLEGE OF INFORMATION TECHNOLOGY

Foundation of Advanced Information Technology in Hyderabad  
425-8 Opp. Press Club, Saddar Hyderabad. ☎ 92-22-2784313-4 📠 2780315 ✉ info@faith.com.pk 🌐 www.faitn.com.pk

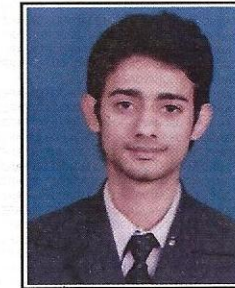
Regd: by S.B.T.E Karachi

April 29, 2013

## ***Certificate of Excellence***

Mr. Muhammad Hamid Mehmood S/o Mr. Mehmood-ul-Haque

has successfully completed 12 months to recognize as a



under the discipline of  
**Diploma in Computer & Business Management**  
consisted on

**TWO SEMESTERS**



  
**Certificate Branch**  
CE/DCBM-1106-0110-048/13

  
**Centre Manager**

  
**Director**  
FAITH Group





BSN Medical (Pvt) Ltd.  
A/69, S.I.T.E., Manghopir Road,  
P.O. Box 3659, Karachi-75700  
Tel. +92-21-2561176  
Fax. +92-21-2561322

## TO WHOM IT MAY CONCERN

### Experience Letter

Mr. Muhammad Hamid Mehmood S/o, Mehmood-ul-haque has worked in BSN medical Pakistan as "Production Officer" from 10<sup>th</sup> November 2010 to 30<sup>th</sup> April 2011.

He has a pleasant personality and has a friendly nature and was well liked by his co-workers.

We wish him a very bright future.

**Dr. Munir Ahmed**  
Factory Manager / HR Head





# MEHRAN UNIVERSITY OF ENGINEERING AND TECHNOLOGY

## Transcript Certificate

Book No. 103

**ORIGINAL**

### BACHELOR OF ENGINEERING

(INDUSTRIAL ENGINEERING & MANAGEMENT)

Certificate No. 01

Enrolment No. 24826

Identification No. : 06IN71

Division Obtained : FIRST

Position Secured : .....

Full Name of Student: Mr. Muhammad Hamid Mehmood S/o Mahmood -ul- Haq  
Date of Admission : 02-01-2006  
Date of Passing : 05-04-2010

| Y<br>E<br>A<br>R   | T<br>E<br>R<br>M | N<br>O<br>*                                  | S.No.   | Subjects                                   | Total<br>Credit<br>Hours | Maximum<br>Marks     |       | Marks<br>Obtained |       | Weighted<br>%age |       |       |
|--|------------------|--|---|--|--------------------------|----------------------|-------|-------------------|-------|------------------|-------|-------|
|  |                  |  |   |  | Th+Pr.                   | Th:                  | Pr:   | Th:               | Pr:   |                  |       |       |
| F<br>I<br>R<br>S<br>T                                    | 1<br>S<br>T      | O<br>N<br>E                                  | 1.  | Basic Industrial Engineering               | 4+0=4                    | 100                  | ----- | 64                | ----- | 6.08             |       |       |
|  |                  |  | 2.  | Engineering Drawing                        | 4+2=6                    | 100                  | 50    | 65                | 37    |                  |       |       |
|  |                  |  | 3.  | Applied Calculus                           | 4+0=4                    | 100                  | ----- | 55                | ----- |                  |       |       |
|  |                  |  | 4.  | Islamic Studies                            | 2+0=2                    | 50                   | ----- | 32                | ----- |                  |       |       |
|  |                  |  | 5.  | Pakistan Studies                           | 2+0=2                    | 50                   | ----- | 24                | ----- |                  |       |       |
|  |                  |  | 6.  | Workshop Practice                          | 0+4=4                    | -----                | 100   | -----             | 62    |                  | ----- |       |
| 2<br>N<br>D  | T<br>W<br>O      | 7.   | Engineering Mechanics                                   | 4+2=6                                      | 100                      | 50                   | 48    | 37                | 6.08  |                  |       |       |
|  |                  | 8.   | Workshop Technology                                     | 2+4=6                                      | 50                       | 100                  | 27    | 73                |       |                  |       |       |
|  |                  | 9.   | Electrical Technology                                   | 4+2=6                                      | 100                      | 50                   | 59    | 33                |       |                  |       |       |
|  |                  | 10.  | Linear Algebra, Differential Equations & Solid Geometry | 4+0=4                                      | 100                      | -----                | 50    | -----             |       |                  |       |       |
|  |                  | 11.  | English   | 4+0=4                                      | 100                      | -----                | 63    | -----             |       |                  |       |       |
| S<br>E<br>C<br>O<br>N<br>D                               | 1<br>S<br>T      | T<br>W<br>O                                  | 12.   | Strength of Materials                      | 4+2=6                    | 100                  | 50    | 58                | 28    | 12.13            |       |       |
|  |                  |  | 13.   | Mechanics of Machines                      | 4+2=6                    | 100                  | 50    | 55                | 28    |                  |       |       |
|  |                  |  | 14.   | Basic Thermodynamics                       | 4+2=6                    | 100                  | 50    | 53                | 31    |                  |       |       |
|  |                  |  | 15.   | Basic Business Management                  | 4+0=4                    | 100                  | ----- | 63                | ----- |                  |       |       |
|  | 16.              | Introduction to Computer and C++ Programming | 4+2=6   | 100  | 50                       | 60                   | 33    |                   |       |                  |       |       |
|  | 2<br>N<br>D      | O<br>N<br>E                                  | 17.   | Engineering Economics                      | 4+0=4                    | 100                  | ----- | 78                | ----- |                  |       |       |
|  |                  |  | 18.   | Basic Machine Design                       | 4+2=6                    | 100                  | 50    | 50                | 35    |                  |       |       |
|  |                  |  | 19.   | Fluid Mechanics                            | 4+2=6                    | 100                  | 50    | 53                | 32    |                  |       |       |
| 20.  |                  |  | Materials & Processes                                   | 4+2=6                                      | 100                      | 50                   | 40    | 30                |       |                  |       |       |
| T<br>H<br>I<br>R<br>D                                    | 1<br>S<br>T      | O<br>N<br>E                                  | 21.   | Statistical Methods & Estimation           | 4+2=6                    | 100                  | 50    | 76                | 46    | 21.74            |       |       |
|  |                  |  | 22.   | Production Planning & Control              | 4+0=4                    | 100                  | ----- | 78                | ----- |                  |       |       |
|  |                  |  | 23.   | Numerical Analysis & Computer Applications | 4+2=6                    | 100                  | 50    | 40                | 31    |                  |       |       |
|  |                  |  | 24.   | Basic Operation Research                   | 4+2=6                    | 100                  | 50    | 63                | 36    |                  |       |       |
|  |                  |  | 25.   | Instrumentation & Control                  | 4+2=6                    | 100                  | 50    | 82                | 46    |                  |       |       |
|  |                  |  | 26.   | Management Information System              | 4+0=4                    | 100                  | ----- | 64                | ----- |                  |       |       |
|  |                  |  | 27.   | Managerial Accounting                      | 4+0=4                    | 100                  | ----- | 80                | ----- |                  |       |       |
|  | 2<br>N<br>D      | O<br>N<br>E                                  | 28.   | Production System Design                   | 4+0=4                    | 100                  | ----- | 72                | ----- |                  |       |       |
|  |                  |  | 29.   | Work Study & Methods Engineering           | 4+2=6                    | 100                  | 50    | 78                | 36    |                  |       |       |
|  |                  |  | 30.   | Organizational Behavior                    | 4+0=4                    | 100                  | ----- | 82                | ----- |                  |       |       |
|  |                  |  | 31.   | Advanced Operation Research                | 4+2=6                    | 100                  | 50    | 78                | 40    |                  |       |       |
| F<br>I<br>N<br>A<br>L                                    | 1<br>S<br>T      | O<br>N<br>E                                  | 32.   | Human Resources Management                 | 4+0=4                    | 100                  | ----- | 56                | ----- | 31.13            |       |       |
|  |                  |  | 33.   | Logistical Management                      | 4+0=4                    | 100                  | ----- | 79                | ----- |                  |       |       |
|  |                  |  | 34.   | Industrial Maintenance & Safety            | 4+0=4                    | 100                  | ----- | 81                | ----- |                  |       |       |
|  |                  |  | 35.   | Manufacturing Strategy                     | 4+0=4                    | 100                  | ----- | 75                | ----- |                  |       |       |
|  |                  |  | 36.   | Human Factors Engineering                  | 4+2=6                    | 100                  | 50    | 81                | 38    |                  |       |       |
|  |                  |  | 37.   | Computer Integrated Manufacturing          | 4+0=4                    | 100                  | ----- | 59                | ----- |                  |       |       |
|  | 2<br>N<br>D      | O<br>N<br>E                                  | 38.   | Principles of Decision Making              | 4+0=4                    | 100                  | ----- | 83                | ----- |                  |       |       |
|  |                  |  | 39.   | Quality Management                         | 4+0=4                    | 100                  | ----- | 76                | ----- |                  |       |       |
|  |                  |  |   |  | 40.                      | Marketing Management | 4+0=4 | 100               | ----- | 79               | ----- | 31.13 |
|  |                  |  |   |  | 41.                      | Project/Thesis       | 0+8=8 | -----             | 200   | -----            | 188   |       |
| Cumulative Weighted %age (1 <sup>st</sup> to Final Year) |                  |  |   |  |                          |                      |       |                   |       | 71.08            |       |       |

(\* Indicates No. of attempts, + Indicates as per rules, Ex Indicates exempted subject)

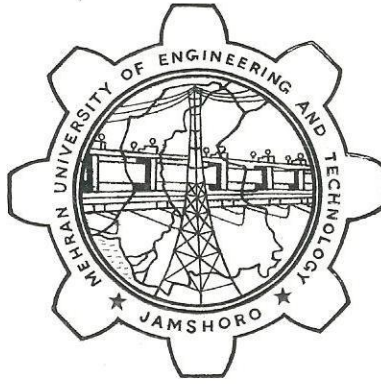
Controller of Examinations

Date of Issue: 01/06/2010

The criteria for award of cumulative weightage percentage / division has been elaborated overleaf.

Dean,  
Faculty of Engineering





# Mehran University of Engineering and Technology

It is hereby certified that Mr/Ms Muhammad Hamid Mehmood  
Mehmood-ul-Haq after having satisfied  
all the conditions prescribed by the University has been duly admitted  
to the degree of **Bachelor of Engineering** in the discipline of  
Industrial Engineering. & Management  
He/She has secured First Division in the final examination  
held in December, 2009.

  
Controller of  
Examinations

  
Registrar

  
Vice-Chancellor

